

FOOTHILL TRANSIT

MINUTES

The meeting of the Foothill Transit Executive Board was held Friday, May 22, 2009, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chair De La Torre called the meeting to order at 8:03 a.m. The following members were present, constituting a quorum of the Executive Board:

Michael De La Torre, Chair
Roger Chandler, Vice Chair
Carol Herrera
Paula Lantz
Doug Tessitor

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, Legal Counsel
Ed Gill, Special Counsel
Lee Millen, Deputy Secretary
Martha Arana, Board of Supervisors
Dietter Aragon, Planning Manager
Richard Hasenohrl, Director of Finance
Gary Nehls, Director of Procurement
Joe Raquel, IT Director
Linda Somilleda, Director of Marketing & Communications
Araceli Lopez, Transit Store Manager
Wayne Fritz, General Manager
Peter Greenberg, General Manager
Vanessa Rachal, Department of Public Works

Pledge of Allegiance

Chair De La Torre led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 24, 2009 AND SPECIAL MEETING OF MAY 6, 2009

The minutes for the regular meeting of April 24, 2009 and special meeting of May 6, 2009 were approved.

Motion: Vice Chair Chandler, seconded by Member Tessitor
Vote: Unanimously carried

Chair De La Torre recognized and acknowledged former Glendora councilman Bob Kuhn, a founding member of the Foothill Transit Executive Board.

PRESENTATIONS

5.1 Peter Barron Stark Companies Presentation

Peter Stark, Peter Barron Stark and Associates, reported that his company has conducted over 250 public organization surveys, and has a database of over 100,000 public employee opinions, which is divided into two major databases: 1) The “best of the best”, listing the top 20 organizations, and 2) the overall benchmark for the balance. This is the second time in the last five years that his company has conducted a survey of Veolia Transportation. He reported that in factoring in comparisons with the 250 organizations surveyed, findings indicate that Veolia is in the Top 10 based on the high ranking employees gave Foothill Transit in their survey.

When employees were asked to respond to remarks like “things will get better at Foothill Transit”, “My supervisor respects me”, and “Foothill Transit strives to improve its service” they garnered a 100% favorable response. However, in the bottom 10, the feedback to remarks like “People are allowed to disagree on certain subjects” and “Field Manager provides adequate new employee orientation”, elicited a 64.5% response.

Veolia-Foothill Transit stands out as the “best of the best” because it received a 91% favorable rating as compared to the database best average of 84.1%. Mr. Stark presented Doran Barnes, Executive Director, on behalf of Foothill Transit, the 2009 Peter Barron Stark and Associates Award for Workplace Excellence.

5.2 Contractors’ Employee Recognition

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator of the Month, Daniel Ortiz, who has driven for three and a half years with an excellent attendance and driving record. Mr. Fritz introduced and recognized the Arcadia location MV Transportation Employee of the Month, Alex Calderon who has been with MV Transportation for four years and is the maintenance team leader at the annual Roadeo event, winning awards four years consecutively. This year at Seattle’s competition his maintenance team scored eleventh, the highest ranking Foothill Transit has scored to date.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Operator of the Month, Maria Ramirez, who is an excellent line instructor. Ms. Ramirez has been a coach operator for five years with a perfect driving record.

Chair De La Torre congratulated those recognized.

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted the Consent Calendar items 7-14.

Motion: Vice Chair Chandler, seconded by Member Herrera
Vote: Unanimously carried

REGULAR AGENDA:

SMART BUS SYSTEM UPDATE

Joe Raquel, IT Director, reported on the SMART Bus System (SBS) features implemented by Orbital TMS, now known as ACS since their contract began with Foothill Transit in 2004. The SBS features were fully installed in 2007, and include:

- Automatic Vehicle Location
- Computer Aided Dispatch systems
- Radios with voice and data capability
- Video Security Systems
- Automatic Passenger Counters – an automated counter of passenger boardings
- Automated Voice Announcements
- Data Collection, which will be used to feed the Business Intelligence system, the Regional Integration of Intelligent Transportation Systems (RIITS), and the Giro Hastus planning software which will enhance the efficiency of the system.

In response to Member Lantz, Doran Barnes explained that even with automated information, schedule adherence still poses a challenge because of existing factors like rush hour traffic. One of the advantages of data collection from SMARTBus systems is reviewing new options to getting buses to increase on-time performance.

Following discussion, the Executive Board received and filed the Foothill Transit SMARTBus System (SBS) update.

Motion: Vice Chair Chandler, seconded by Member Lantz
Vote: Unanimously carried

CONTRACT AWARD – SEAT REPLACEMENT ON SEVENTY-FIVE (75) 40-FT. NABI BUSES

Gary Nehls, Director of Procurement, reported that in 2004, Foothill Transit acquired 75 40-ft. NABI buses equipped with non-padded seating. These buses can be identified by their fleet numbers which are all in the 1400s. These vehicles are primarily used on local routes and occasionally are pressed into commuter service. After five years of use, the seat covers are showing their age due to normal wear and tear and are in need of replacement. On February 19, 2009 the Executive Board authorized the Executive Director to issue an Invitation for Bids (IFB) for the seat replacement project. IFB No. 09-026 was issued on

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March 11, 2009 with bids due on April 8, 2009; three bids were received on that date. The bids were reviewed and Sardo Bus and Coach Upholstery were identified as the lowest priced responsive and responsible bidder. Sardo seats are in use by many transit agencies including L.A. Metro, OCTA, Long Beach, and OmniTrans. The project can be funded through Foothill Transit's ARRA (American Recovery and Reinvestment Act) funds.

The Executive Board authorized the Executive Director to negotiate final terms and conditions and to execute a contract in the amount of \$232,309.20 with Sardo Bus & Coach Upholstery for seat replacement on seventy-five (75) 40-ft. NABI buses.

Motion: Vice Chair Chandler, seconded by Member Tessitor
Vote: Unanimously carried

CONTRACT AWARD FOR A&E SERVICES FOR SOLAR POWERED ELECTRICAL GENERATING SYSTEMS

Gary Nehls, Director of Procurement, reported that at the January 2009 Executive Board meeting the Executive Director was authorized to sign onto the Pilot Phase of APTA's Sustainability Commitment program. Installation of solar powered generating systems at Foothill Transit's operations and maintenance facilities will allow the investment of capital resources to offset ongoing operating expenses and also have a positive environmental impact.

On April 8, 2009 a Request for Price Quotes (RFPQ) was issued to selected pre-approved on-call architectural and engineering (A&E) firms to develop specifications for the production and installation of solar powered electrical generating systems for the Pomona and Arcadia Operations and Maintenance facilities. Site visits were held on April 15, 2009 at the Pomona and Arcadia locations allowing A&E firms to familiarize themselves with the facilities. Two A&E firms participated in these site visits.

Proposals were received from two A&E firms on April 22, 2009 and after a thorough evaluation, Jubany Architecture was determined to be the highest rated bidder. Issuance of an IFB for construction is tentatively scheduled for November 2009 with tentative contract award in January 2010. Jubany was the A&E firm selected to provide A&E services for Foothill Transit's Arcadia garage expansion project.

The project can be funded through Foothill Transit's ARRA (American Recovery & Reinvestment Act) funds.

The Executive Board authorized the Executive Director to negotiate final terms and conditions and to execute a contract in the amount of \$191,920 with Jubany Architecture to develop specifications for the production and installation of solar powered electrical generating systems for Foothill Transit's Pomona and Arcadia operations and maintenance facilities.

Motion: Vice Chair Chandler, seconded by Member Herrera
Vote: Unanimously carried

CONTRACT AWARD – PROCUREMENT OF ALUMINUM WHEEL POLISHERS

Gary Nehls, Director of Procurement, reported that Foothill Transit's entire fleet of buses' aluminum wheels over time, have become scratched, pitted and dull as a result of regular wear and tear. On February 19, 2009, the Executive Board authorized the Executive Director to issue an Invitation for Bids (IFB) for wheel polishers, one for use at each of the operations and maintenance facilities. On April 8, 2009 staff received a single bid meeting the specifications identified in the IFB from Vehicle Inspection Systems (VIS). The bid indicated the product would not comply with the Federal Transportation Administration's Buy America regulations. Under those regulations, a waiver can be granted by the Federal Transportation Administration (FTA) if a single bid is received offering a product that does not comply with the Domestic content requirements. The waiver was applied for and granted by the FTA. The project will be funded through Foothill Transit's ARRA funds.

The Executive Board authorized the Executive Director to execute a contract in the amount of \$259,141 with Vehicle Inspection Systems (VIS) for the purchase of two fully-automated aluminum wheel polishers.

Motion: Member Herrera, seconded by Vice Chair Chandler
Vote: Unanimously carried

TRANSIT STORE REPORT

Araceli Lopez, Transit Store Operations Manager, presented the Transit Store report for the period of January-April 2009. During January through April of this FY the Transit Store received 73,189 phone calls; 63,176 of those phone calls were handled maintaining the average hold time of 19 seconds. Upgrades to the current phone system continue to be implemented in an effort to better handle the call traffic volume, such as the switchover of routing of calls to available agents versus individual stores. Also, the manner in which phone statistics reports are gathered has changed and Foothill Transit can now see the total number of calls grouped into one category versus individual stores. As these upgrades have been implemented some glitches in the system have been experienced, such as calls dropped mid-call, and agent login/logoff of the phone system. The overall average hold time over the four-month period was 19 seconds, and the overall average handling time of calls was at 1 minute 43 seconds.

Pass sales during January-April 2009 were slightly higher totaling \$2,004,721 when compared to the same period in FY08, which totaled \$1,478,642. Total walk-in traffic recorded for all Stores this quarter was 118,128, an increase of approximately 67% when compared to the same period in FY08, which totaled 79,290. This increase is the result of recent repairs to malfunctioning people-counting equipment.

In response to Member Lantz, Ms. Lopez reported that sales trends are significantly higher from walk-ins to the store as opposed to online sales because the store locations are centrally located and convenient for customers. Doran Barnes added that each store has a different major product that sells, so a "product mix" of items varies from store to store, i.e.

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West Covina sells more monthly passes and Pomona sells more student IDs or schedules. In response to Chair De La Torre, Ms. Lopez reported that TAP sales have been challenging in terms of explaining the system to customers, which is still a new concept to them, and training staff on its use. In the interim, a drop in fare revenue is foreseen for the transitional months of May and June. Mr. Barnes added that the transition to TAP is at midpoint; the Arcadia buses have new fareboxes, and in a week the Pomona buses will have the remaining fareboxes installed. Also, Foothill Transit is the second largest operator in the regional system to come on-line with the TAP system, implementing it within 15 days as opposed to as long as 2 years for other operators.

In response to Vice Chair Chandler, Ms. Lopez noted that one notable challenge in particular was a decrease in the issuance of farebox receipts on the Silver Streak line, vis a vis, passengers riding for free, which resulted in the temporary suspension of rear-door boarding. Also, a decrease in ridership can be attributed to a decrease in gas prices.

Member Herrera reported that customers have been frustrated by the Foothill Transit website, stating that purchasing TAP cards on-line has been difficult. Ms. Lopez reported that Metro personnel have been in touch with the Diamond Bar office to resolve IT problems.

Following discussion, the Executive Board received and filed the Foothill Transit Store report for the period of January-April 2009.

Motion: Vice Chair Chandler, seconded by Chair De La Torre
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Mr. Barnes reported the following:

- The monthly financial statements were not included for this meeting because the software to create it was down for several days, however, a full report will be available for next month's meeting.
- An issue the Board has adopted for the next five-year operational program is to advocate for changes to the FTA charter regulations. Service to the Rose Bowl and Hollywood Bowl was previously classified as "public shuttles", but in April the FTA redefined charters, and now designated those public shuttles as "charters", which placed a host of restrictions on how Foothill Transit provides service. Foothill Transit's partners with the Rose Bowl have been extremely concerned because of the limitations now placed on Foothill Transit. Congressmen Schiff and Dreier have drafted a letter to Chairman Overstar concerning the Rose Bowl. Foothill Transit has also contacted the FTA asking them to re-open discussion on this issue. The Tournament of Roses and the City of Pasadena concur with Foothill on this matter. This ruling not only affects local but national events like the Kentucky Derby, the Indianapolis 500, and NFL sporting events.

- The Foothill Transit city-members have ratified the City of Pasadena JPA membership, and approval from the Board of Supervisors is anticipated.

BOARD MEMBER COMMENT

Member Herrera expressed her delight in becoming an Executive Board member and appreciated the warm welcome from her colleagues.

Vice Chair Chandler noted that he and Mr. Barnes recently met with Mayor Bogaard, City of Pasadena, and in spite of any perceived controversy, the City of Pasadena was a very wise albeit long overdue choice for Foothill Transit.

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8) – Property Address/Location: 5640 Peck Road,
Arcadia, CA 91006**

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS
(Government Code § 54956.8) – Property Address/Location: APN #84474-009-009**

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION Significant exposure to litigation (Government Code Section 54956.9(b):**

The Executive Board recessed at 9:13 a.m. to Closed Session.
The Executive Board reconvened at 10:10 a.m. from Closed Session.

Darold Pieper advised that no reportable action was taken.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:11 a.m.